



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

February 22, 2012

#10-12

VACANCY ANNOUNCEMENT

DEPARTMENT: EMPLOYMENT DEVELOPMENT & TRAINING
POSITION: CASE MANAGER
SALARY: \$13.00 - \$16.40 PER HOUR
CLOSING DATE: MARCH 07, 2012 AT 5:00 P.M.

INTRODUCTION:

The Case Manager is responsible for participants on the Workforce Investment Act program that are in work experience and class room training. The Case Manager is under the direction of the Employment Development & Training Director.

DUTIES AND RESPONSIBILITIES:

The Case Manager will be doing the following:

- Answering and transferring incoming telephone calls.
- Running errands to Tribal offices for payroll, time sheets, mail, and other items that need to be picked up by the Workforce Investment Act offices.
- Transport participants to WIA workshops, classes, and other places WIA requires.
- Completing applications for WIA participants. (Youth and Adults).
- Provide and copy forms for participants to complete.
- Monitor and ensure participants are not unwisely using the computers which are for GED, resume writing, job search purposes etc.
- Reading WIA Law and the Federal Regulations to become familiar with the program used by Employment Development & Training.

EDUCATION REQUIREMENTS, SKILLS & ABILITIES:

Must have a High School diploma, or GED equivalent, Junior College graduate preferred. Educational requirements may be waived or substituted for knowledge, ability and experience of applicant. Possess sound organizational skills, ability to function independently and as a team player, demonstrate oral and written communication skills. Knowledge of federal, state, local and CRIT laws, codes and regulations governing WIA

programs. Employment goals include attending Case Manager meetings and conferences. Familiar with American Indian culture and traditions and the local community. Must be physically able to perform work required.

Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

OTHER:

- Must have a valid Driver's license.
- Able to travel to various workshops with Department of Labor and the Arizona Department of Economic Security.
- Ability to use a computer and Microsoft Word and Microsoft Excel software and WIA programs (AzJobConnection, BearTracks).

APPLY:

**C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

FOR EMPLOYMENT APPLICATION VISIT: <http://crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

CRIT OFFERS: Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-Employment Drug Screening is required.